

Criminal Justice Information System (CJIS) Advisory Committee Meeting Summary

Date: October 25, 2005

Location: Iowa Judicial Branch Building, Room #165

Hours: 10:00 a.m. – 12:00 p.m.

Members Present: Larry Murphy, Larry Grund, Robert Sosalla, Leesa McNeil, Mary Tabor, Lois Leary, Dennis Henderson, Tom Becker, Mike Riepe, Mary Jensen,

Others Present: Dave Meyers, Lettie Prell, Zetta Pilch

Members In Absentia: Dennis Anderson, Robert Dvorsky, Helen Miller, Lance Horbach, Steve Kettering, Doug Book, Gary Maynard, Mike King

Actions Taken: 1) By unanimous consent the Committee selected Dennis Henderson as the permanent Vice Chairman of the Committee to serve in the absence of Sheriff Anderson. Additionally, in the event that Sheriff Anderson and Dennis Henderson are both absent, the Committee, by unanimous consent, authorized Sheriff Anderson to designate an alternate chairman who may serve without Committee approval required. 2) By unanimous consent, the Committee authorized Dave Meyers to proceed with issuing a CJIS RFS for year one CJIS Plan activities and to ask for one member each from the Judicial Branch, Public Safety, Corrections and Transportation to serve as members of a CJIS RFS Review Committee. 3) By unanimous, the Committee directed Dave Meyers to make the following changes to the initial draft of the CJIS RFS: adjust the dates included in the document to provide the flexibility needed to meet the needs of the project; strike any reference to conducting a business process review of the electronic filing issues for criminal cases; add language that requires fingerprinting and background checks for the staff of the selected vendor.

Meeting Highlights:

- Zetta Pilch from the Henry County Attorney's Office gave a presentation on the County Attorney Case Management Project. This was a project sponsored by the Committee to work towards the development of a common county attorney case management system. Zetta discussed the project in great detail including funding, successes, challenges, and next steps. A question and answer period followed Zetta's presentation. The Committee was extremely pleased with how project went and congratulated Zetta and all the members of the participating counties on their dedication and hard work.
- Leesa McNeil made a presentation on the draft documents that were developed related to the CJIS education and outreach strategy. Four documents were presented including a responsibility matrix, article, letter, and summary. The draft documents were well received by the Committee and the members will be proceeding according to Leesa's recommendations. Dave Meyers will be

informing the CJIS Board of the Committee's desire to ensure that the Committee's actions are consistent with the Board's wishes. Dave will report back to the Committee via e-mail.

- Dave Meyers facilitated a discussion regarding the CJIS RFS for "year one" CJIS Plan activities. Financial resources have been identified to allow the RFS to be issued. The Committee made some changes to the draft document (see "Actions Taken" above) and directed Dave to proceed with issuing the RFS and to establish a CJIS RFS Review Committee to assist. The Review Committee will include members from the Judicial Branch, Public Safety, Corrections, and DOT.
- Dave Meyers facilitated a discussion concerning the drafting of a potential CJIS program bill to be considered by the Legislature during the next session. Dave mentioned that the CJIS Board was also discussing this issue. Since the Board is already addressing potential language options it was the general feeling of the Committee that they should hold off on drafting legislation until specifically requested to do so by the Board.
- Dave Meyers provided an update on the status of the state government database integration plan that was being drafted for the Sex Offender Treatment and Supervision Task Force. Dave provided a draft copy of the plan and received comments and feedback from the Committee.

Next meeting:

Tuesday, November 29, 2005
10:00 a.m. – 2:00 p.m.
Conference Room #165
Iowa Judicial Branch Building
1111 East Court Avenue
Des Moines, Iowa 50319